

Begin forwarded message:

From: Rebecca Hutchinson <rebecca@h-rpr.com>
Subject: Fwd: Larchmont utility boxes
Date: November 5, 2015 at 2:51:56 PM PST
To: Tom Kneafsey <tom@metropolitanholding.com>
Cc: Heather Boylston <heather@h-rpr.com>

Tom — please click on the link “updated” below and give your approval.
Heather and I both think it looks great.
Thanks.



Rebecca Hutchinson/ President + CEO, Even Days

rebecca@h-rpr.com / 323.646.6406

200 N. Larchmont Blvd.
Los Angeles, CA 90004
<http://www.h-rpr.com>



Begin forwarded message:

From: "Ma'ayan Dembo" <maayan@doartfoundation.org>
Subject: Re: Larchmont utility boxes
Date: November 4, 2015 at 1:48:19 PM PST
To: Rebecca Hutchinson <rebecca@h-rpr.com>
Cc: carmen zella <carmen@doartfoundation.org>, Heather Boylston <heather@h-rpr.com>, Tom Kneafsey <tom@metropolitanholding.com>

[Updated!](#)

On Tue, Nov 3, 2015 at 5:09 PM, Rebecca Hutchinson <rebecca@h-rpr.com> wrote:

Thanks! There isn't a reference to the watercolor I had attached. Is that intentional or is there a way to let artists know that's what's already on the street?

I also realized I didn't attach the higher res logo — here you go. Is that high

enough?
Timeline looks good!



Rebecca Hutchinson/ President + CEO, Even Days

rebecca@h-rpr.com / [323.646.6406](tel:323.646.6406)

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On Nov 3, 2015, at 3:03 PM, carmen zella <carmen@doartfoundation.org> wrote:

Hello Rebecca & Heather~

We have modified the survey - please see your notes implemented. [Here](#)

How are these dates?

The timeline would go as follows:
Submission deadline - December 8th
Selection decided by - January 10th
Installation finished by - January 23rd

Best!

On Tue, Nov 3, 2015 at 8:06 AM, Heather@h-rpr.com <heather@h-rpr.com> wrote:

I think you covered it all, Rebecca. Thanks



Heather Duffy Boylston / President + CEO, Odd Days
heather@h-rpr.com / [323-397-3446](tel:323-397-3446)

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On Nov 3, 2015, at 7:57 AM, Rebecca Hutchinson <rebecca@h-rpr.com> wrote:

Thank you, Ma'ayan! This looks great. A couple things:

— there are 2 places where Larchmont Village is referred to as “the” Larchmont Village. Please just take out “the”. It’s here and in the next line: **What is your favorite aspect of the Larchmont Village? ***

— we would like to be sure artists are aware of the BID’s description of our village, listed here <http://larchmontvillagebid.com/index.php>, and the artwork that’s already on the side of the Big Belly trash and recycling bins on the street (see attached)

— for the timeline, we’d like to have this installed in January instead of December. It might get lost in the holiday shuffle of all the things we have going on in the Village around Christmas if we install the art on 12/23

Heather and Tom, do you have anything to add?

Thank you!
Rebecca



Rebecca Hutchinson / President + CEO, Even Days
rebecca@h-rpr.com / [323.646.6406](tel:323.646.6406)

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On Nov 2, 2015, at 1:24 PM, Ma'ayan Dembo
<maayan@doartfoundation.org> wrote:

Hi Rebecca, Heather, and Tom,

[Here](#) is the Larchmont Village BID Utility Box survey that we will send out and promote as a call to artists.

Let me know if there are any comments or suggestions for the survey. I would like to use a higher-resolution photograph of the BID's logo, so please send one my way.

The timeline would go as follows:
Submission deadline - November 18th
Selection decided by - November 25th
Installation finished by - December 23rd

Thank you very much,
Ma'ayan Dembo

On Wed, Oct 28, 2015 at 1:30 PM, Rebecca Hutchinson <rebecca@h-rpr.com> wrote:

Wonderful, thanks! And you will send us an invoice, right?



Rebecca Hutchinson/ President + CEO, Even Days

rebecca@h-rpr.com / [323.646.6406](tel:323.646.6406)

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On Oct 28, 2015, at 11:46 AM, carmen zella
<carmen@doartfoundation.org> wrote:

Hello Rebecca!

Here is the countersigned!

From here we will customize the application form for Larchmont Village

and place on websites and flyer - and set up a calendar for submissions and applications, and installation!

On Tue, Oct 27, 2015 at 4:20 PM, <rebecca@h-rpr.com> wrote:

Hi - Here's the signed agreement.

Begin forwarded message:

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From: carmen zella <carmen@doartfoundation.org>

Date: October 23, 2015 at 2:51:06 PM PDT

To: Rebecca Hutchinson <rebecca@h-rpr.com>

Subject: Re: Larchmont utility boxes

Hello Rebecca,

Please see the revised document.

Best!

On Thu, Oct 22, 2015 at 11:57 AM, Rebecca Hutchinson <rebecca@h-rpr.com> wrote:

Thanks, great!

Just a couple changes before I send to our ED:

— please change the official name of our BID to Larchmont Village BID (the “village” is missing in the doc)

— date says 9/10/15 in “Ownership” section — need to change

Thanks.

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Rebecca Hutchinson/ President + CEO, Even Days

rebecca@h-rpr.com / [323.646.6406](tel:323.646.6406)

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On Oct 22, 2015, at 8:43 AM, carmen zella
<carmen@doartfoundation.org> wrote:

<DOART_DealMemo_LarchmontUtilityBoxes.pdf>

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["A little inspiration goes a long way"](#)

Carmen Zella

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[*"A little inspiration goes a long way"*](#)

Carmen Zella
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<doc02111220151027152622.pdf>

<Larchmont_PanelArt_052913b.tiff>

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[*"A little inspiration goes a long way"*](#)

Carmen Zella
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